

**Texas Education Agency  
Division of IDEA Coordination**

*Instructions for Entering Data for State Performance Plan Indicator 12*

**Indicator 12: Early Childhood Transition**

The percentage of children referred by Part C prior to age 3, who are found eligible for Part B and who have an IEP developed and implemented by their third birthday.

Authorization: 20 U.S.C. 1416 (a)(3)(B)

Due Date: **August 31, 2012**

Sampling Allowed: No

Online Submission: SPP 12 can be accessed through TEASE at  
<https://sequin.tea.state.tx.us/apps/logon.asp>

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**General Instructions \***

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1. For this data collection, the 2011-2012 school year is defined as **July 1, 2011** to **June 30, 2012**.
2. Report all children for whom the evaluation process was **completed July 1, 2011** to **June 30, 2012**. Referrals initiated in 2010-11 and completed **July 1, 2011** through **June 30, 2012** would be included in this data collection.
3. Report children for whom the LEA has been notified that child served by ECI is potentially eligible for services under Part B prior to the child's third birthday.
4. Report children for whom the LEA has received an invitation to the transition conference.
5. Report children served by ECI and the LEA was notified that the child is potentially eligible, even if the child was referred to ECI less than 90 days before their third birthday.
6. **Do not report** a child who has been served by ECI that enrolls in another LEA after the child has been referred for special education services.
7. **Do not report** a child has **not** been evaluated or determined eligible for ECI services.
8. Sampling is **not** permitted for this data collection.

\* *The term District is inclusive of charter schools.*

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## Specific Instructions

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### Part One: Referrals from Part C/Early Childhood Intervention (ECI)

**In row a.** Enter the **total number** of children:

for whom the LEA has been notified that a child served by ECI is potentially eligible for services under Part B prior to the child's third birthday.

for whom the LEA has received an invitation to the transition conference.

served by ECI and the LEA was notified that the child is potentially eligible, even if the child was referred to ECI less than 90 days before their third birthday.

**Do not report** a child who has been served by ECI that enrolls in another LEA after the child has been referred for special education services.

**Do not report** a child has not been evaluated or determined eligible for ECI services

**In row a.1.** Of the total number of children in **row a.**, enter the total number of children for whom parent refusal to provide consent caused delays in evaluation or initial services. This includes any child for whom an evaluation, initial services or the eligibility determination was never completed due to parent refusal.

**In row a.2.** Of the total number of children in **row a.**, enter the total number of children who were referred to ECI less than 90 days before their third birthdays, even if the timeline is met. (Districts will need to work with ECI providers in their area in order to determine which children were referred to ECI less than 90 days before their third birthday).

**\*\*Note: subset row a.1 and a.2.** are automatically subtracted by the online application from row a., (the total number of ECI notification), before the final compliance calculation is populated at the bottom of the on-line application

### Section One: Eligibility Determinations, Children NOT Eligible

**In row b.** Of the total number of children in **row a.**, enter the number of children for whom the district received notification of potentially eligible from Part C/Early Childhood Intervention (ECI) AND were determined not eligible for Part B/District Special Education Services.

- **In row b.1.** Of the total number of children in **row b.**, enter the number of children for whom the district received notification of potentially eligible from Part C/Early Childhood Intervention (ECI) AND were determined not eligible for Part B/District Special Education Services **by their third birthday.** (subset of row b)
- **In row b.2.** Of the total number of children in **row b.**, enter the number of children for whom the district received notification of potentially eligible from Part C/Early Childhood Intervention (ECI) AND were determined not eligible for Part B/District Special Education Services **after their third birthday.** (subset of row b)

The total number of children recorded in **row b.2.** will be disaggregated further in the following manner:

- **In row b.2.a.** Enter the number of children that had Annual, Review, Dismissal Committee (ARDC) meetings held within **1-29 calendar days after their third birthday.**
- **In row b.2.b.** Enter the number of children that had ARDC meetings **held 30 or more calendar days after their third birthday.**

**In row b.3.** Record **all** the possible reasons for the delay(s) in **holding the ARDC meeting.** **All reasons for delay are for data** collection purposes only. The reasons do not serve as an explanation for compliance or noncompliance.

## **Section Two: Eligibility Determinations, Children Found Eligible**

**In row c.** Of the total number of children in **row a.,** enter the number of children for whom the district received notification of potentially eligible from Part C/Early Childhood Intervention (ECI) and that the IEP was developed and implemented and it was determined they were *eligible*.

- **In row c.1.** Of the total number of children in **row c.,** enter the number of children for whom the district received notification of potentially eligible from Part C/Early Childhood Intervention( ECI) and it was determined they were eligible for Part B/District Special Education Services **by their third birthday.**
- **In row c.2.** Of the total number of children in **row c.,** enter the number of children for whom the district received notification of potentially eligible from Part C/Early Childhood Intervention (ECI) and the IEP was implemented and developed **after their third birthday.**

**In rows c.2.a. and c.2.b.** The total number of children recorded in **row c.2.** will be disaggregated further in the following manner:

- **In row c.2.a.** Enter the number of children from **row c.2.** that had an IEP implemented and developed within **1-29 calendar days after their third birthday.**
- **In row c.2.b.** Enter the number of children from **row c.2.** that had an IEP implemented and developed **30 or more calendar days after their third birthday.**

**In row c.3.** Record **all** reasons for the delay(s) in developing and implementing the IEP. All reasons for delay are for data collection purposes only. The reasons do not serve as an explanation for compliance or non compliance.

## **Saving and Certifying of SPP 12 Data**

### **Saving Data**

To **save data**, click the “**Save**” button located at the bottom of the screen. If the data is correctly, the message, “Data successfully saved and ready to be certified” will be displayed.

To **reset and clear data from the application**, click the “**Reset**” button. The reset button will only work if you have not certified your data in the application.

### **Certifying Data**

Once you are certain your data is ready to be certified, the District Certifier will read and check the assurance statement at the bottom of the screen and click the “**Certify**” button, The message “Data successfully saved and certified” will be displayed. Once the data has been certified, the status at the top of the page will indicate “Certified”.

### **Checking the Status of Your Data**

To check the status of your data entry, you may return to the top of the screen and “Click” on SPP 12 and select from the drop-down menu “Early Childhood Transition Status”.

A status of “**Certified**” means your data has been successfully sent to TEA.

### **Requesting a Return of Data from TEA**

To request a return of SPP 12 data from TEA, the District Certifier must send an e-mail to TEA at [spp@tea.state.tx.us](mailto:spp@tea.state.tx.us) with the subject line: **Request return SPP 12**. In the e-mail, include the 6 digit county district number and the name & title of the person requesting the return.

Once the data is returned, the District Certifier will see the status “**TEA Returned**”.

With the status of “**TEA Returned**” a district may add, delete and/or correct SPP 12 data.

When the district has completed all corrections, deletions and/or additions to their SPP 12 data, the District Certifier must “**Certify**” the data again.